

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, December 14, 2016
3 p.m.
UC 2206

PRESENT: Larry Back, Chair; Stephanie Walden-Schwake, Past Chair; Andrea Gentry, Vice Chair; Jaclyn Dumond, Secretary/Treasurer; Joseph Binkley; Caylin Blockley; Alex Eaton; Jacob Hansen; Erica Hooker; Jeanne McAlister; Don McGrath; Danielle Norris; Tricia Tieken; Kat Draughon

ABSENT: Beth Thompson; Steve Bridges

GUESTS: Travis Dickison, Vice Chair, Staff Council

CALL TO ORDER: The meeting was called to order at 3:00 p.m.

APPROVAL OF MINUTES: November 9 minutes approved as modified.

REPORTS FROM OFFICERS

Chair: Larry Back

Secretary/Treasurer: Jaclyn Dumond

- Current operating balance remains at \$475.40.

REPORTS FROM STANDING COMMITTEES

Administrative Affairs: Chair – Danielle Norris

The Administrative Affairs Committee met November 29th to begin working on the town hall series that will help connect the senate

- o They can come either Monday, March 6 or Tuesday, March 7 during a lunch time
- o The session would be 1.5 hours
- o It would cover leadership, effective communication, and how to deal with conflict within a work setting
- We are going to plan on a mass e-mail reminder to administrators for the beginning of spring to remind them about taking advantage of continuing education opportunities.
- We will be looking to examine how the change in FLSA has impacted staff and in response to that are considering offering workshops on managing time more effectively, organization, or doing more with less.

REPORTS FROM LIAISONS:

Kat Draughon:

A portion of Evansville has been federally designated a Promise Zone; the USI community health clinics are located within this zone, and the designation gives grant applications a higher priority.

At the spring meeting for faculty and administrators, Dr. Bennett will provide a State of the University

address including an update on the University's strategic plan and the 2016-2017 budget. The address will be held on Monday, March 7, 2016 at 12:30 p.m. in the University Ballroom. For more information, contact the Office of the President at 317.423.1234 or visit www.usi.edu/president.

